

# UPDATE

Editor: Pat Webster  
505-667-9564

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## Sample is Kickoff to Cost Savings



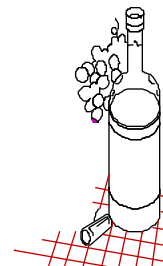
The DOE has approved LANL Property Management's request to conduct its required 1997 government property inventory by using a statistical sampling method. This means only approximately 3900 equipment items will be inventoried instead of the entire 71,000 items the Lab is accountable for--the result will be a **large** cost avoidance. **The Labwide inventory kickoff date is May 1, 1997** (see "Just the Facts" story on page 3). The GOAL is 100% of the sample accounted for without inconvenience to our customers. Yes, the proud experts who are the property system personnel at LANL, can do this! Lab organizations are asked to begin preparing now, and please call the BUS-6 help line, PropLine, at 5-3230 for assistance.

## Only the Best Vintage in this VAT

"From the grape comes the wine"...and from the Vehicle Advisory Team (VAT) comes a working group to develop a *premium* program for the government vehicles LANL leases from GSA. The new bunch is called the **Fleet Mission Survey Team (FMST)**; its members will "use good business practices to develop a realistic, risk-based fleet management program that contributes to the successful accomplishment of LANL's ongoing missions." The FMST will examine current vehicle use, vehicle availability, the Laboratory's mission requirements and vehicle resource management. They will analyze vehicle reallocation and the impact of recent changes driven by safety and LANL's technical mission.

Laboratory users of GSA vehicles have indicated they believe that LANL's mission has changed significantly since the VAT produced its 1994 usage standards and DOE approved them. Also, the implementation of the Facility Management Unit & JCI distributed services model is producing additional demand for government vehicles.

The FMST will review quantitative data on LANL's Fleet (numbers of vehicles, miles driven, trips taken, etc.) From that review, FMST will develop true qualitative factors to govern vehicle use according to the demands of LANL's technical mission. The survey results will be communicated to DOE. (More on page 2.)



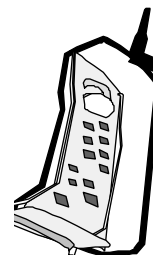
The FMST meets every Friday from 8:30-10:30 a. m. in 119A conference room of SM 30. Jan Frensdorf facilitates the meetings, in which The team uses the "Quest" process improvement techniques.

FMST members are: Ron Brodd, FSS-7 (FMC); Bob Grace, ESA-FM; David Jardine, Harry Clifford, Melissa Robinson and Gerald Tafoya, ESH Division; Jim Gonzales, GSA; Ed Montoya, JCI; Chris Vigil, AOT Division; Gene Linzey, P Division; Diana Little and Sally Baca, CIC Divison; Margie Trujillo, X Division; and Marina Salazar-Wells, Harriett West and Allen Wallace, BUS-6.

The VAT encourages vehicle customers to join the FMST; if you are interested, call Marina Salazar Wells or Harriett West at 7-1282.

## **The Security of Blanket PTSs (Thanks, BUS-1!)**

Property Accounting has established blanket Property Transfer Slips (PTSs) for assuring PAIRS consistency and processing some property transactions; the following are current, active PTSs that affect property management:



PTS NUMBER	PURPOSE
126819	Set up bar codes for cellular telephone purchases on P.O. 1013U0015
126820	Transfers of equipment from Class B (personal property) to Class A (real property)
156905	Assignment of bar codes for equipment purchased with purchase cards in fiscal year 1997
156906	Assignment of bar codes by Property Accounting for items received in fiscal year 1997
167876	Retire items introduced into a radiological area
168652	Reactivate items previously retired on a Report of Lost, Destroyed Property form, prior to the less than \$5,000 write off

## Definitely Classy Government Property Class Definitions

The classes of personal property controlled on LANL's Property Accounting, Inventory, and Reporting System (PAIRS) are defined as follows:

**"Attractive (sensitive) Items"** means items of personal property considered to be susceptible to being appropriated for personal use or which can be readily converted to cash (see list on page 6).

**"Controlled Property"** means Government-owned property with a unit acquisition cost of \$5000 or more, required to be tag numbered, formally recorded in the property management system, and physically inventoried every 2 years (does not include sensitive items). Note: includes capital property with acquisition value > \$25K.

(Thanks to Tessa Dowell for suggesting this topic!)

## "Just the Facts" on LANL's Inventory Plan

**The Objective:** The Laboratory will simultaneously perform the inventory of controlled and attractive personal property items (UC Performance Measures 1.2 & 1.3) and the risk-based Property Management System Evaluation (UC Performance Measure 4.1).

### ***The Schedule:***

<u>DATE</u>	<u>EVENT</u>
May 1 --	Inventory baseline set (approx. 3900 sample items) and report generated from PAIRS ; subreports sorted by LANL organizations (e.g., BUS, NIS, AOT) also will be generated from PAIRS*
May 2 --	Baseline report available; subreports and instructional inventory checklist distributed Labwide
May 16 --	First interim status reports due from PAs to Inventory Team; at least <b>25%</b> of items should be inventoried and assessed for the self-evaluation
June 6 --	Second interim status reports due; at least <b>50%</b> of items should be inventoried and assessed for the self-evaluation
June 27 --	Third interim status reports due; at least <b>75%</b> of items should be inventoried and assessed for the self-evaluation
July 11 --	Fourth Interim status reports due; at least <b>90%</b> of items should be inventoried and assessed for the self-evaluation
August 1 --	<b>End of physical inventory &amp; self-evaluation field exercise</b>
August 4 --	Beginning of physical inventory reconciliation
August 8 --	Reconciliation ends; all information and documents due to BUS-6 by COB

\*This baseline will not change; items will not be added to it or deleted from it; it will exclude JCI, PTLA, and ARA

## Sometimes Manufacturing Alternative Is NOT Good

There are some creative persons supplying manufacturers' names for controlled and attractive items in PAIRS. They are typing "None" in the field where the manufacturer's name should be; then, they add the manufacturer's name in the Alternate Property Description field. Although the manufacturer's name is on the screen for anyone looking up that item on PAIRS, it will not appear on searches, reports or lists sorted on the manufacturer's name field. The data is in the wrong place and, often, is inconsistently spelled.

Persons entering data for manufacturer's names in PAIRS should only put it in the manufacturer's field and only use names spelled exactly as they appear in the PAIRS "Manufacturer" table. The way to enter (or correct) the manufacturer's name is as follows:

- Open the PAIRS database
- Open the LTM (List Table Menu) screen
- Open the LMF (List Manufacturer Names) screen

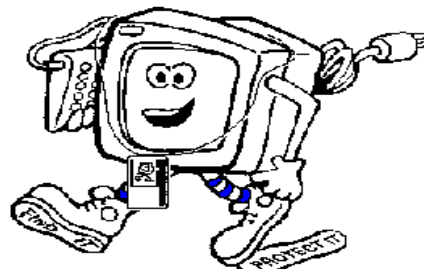
In the LMF screen, use a search word to find a manufacturer's name match as it appears in PAIRS. Please write the manufacturer's name down because it must be entered in PAIRS **exactly** as it is spelled on the LMF screen.

*Note: If the manufacturer is not listed in the LMF screen, the organization's PA can call a BUS-1 Property Accounting team member (7-8662) and ask to add the new manufacturer's name to the LMF table.*

- Exit the LMF screen
- Open the MRL screen and enter the manufacturer's name as it was found on the LMF screen

(Thanks to Adrienne Borrego, BUS-1, and Lori Collins, BUS-6, for this topic suggestion!)

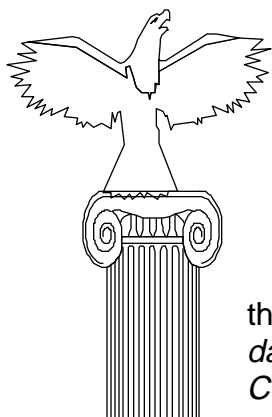
Sun?  
Sun Micro?  
Sun Microsystems?  
Sun WHAT?



## RLDD Carbonless Paper Form is “Nevermore” (Quoth the Raven)

The Report of Lost, Damaged, & Destroyed (RLDD) property is used to document the retirement of government personal property from the active PAIRS database, when such loss, damage or destruction has occurred--and when it can be documented and justified. Although the RLDD is infrequently used, it is important to:

- The PA and Lab organization that is accountable for the property
  - Property Accounting for documenting and retiring the items
  - Property Management for property control and transactions



The procedure and strict signature requirements for the RLDD are found in the Property Management Manual, Chapter XV. Reminder: only **one cost center per RLDD** can be processed.

The RLDD and its supporting documents provide the audit trail for property that is lost, irreparably damaged or destroyed. Note: *A damaged item must be damaged beyond economical repair and meet other conditions stated in 41 Code of Federal Regulations 109-1.5107.*

The RLDD was a many-page, carbonless paper form--costly to have printed, prepare and process. Now, thanks to Donna Osborn, BUS-6 Property Operations team (POT), and Larry Rogers, of the CIC on-line forms team, the old form is dead and buried (which is good cost avoidance).

### **PA Alert:**

Only BUS-6 will access and generate the on-line form (after receiving the request and justification memo from the organization that was accountable for the property). The POT will record the RLDD in its Log Book and forward the original form with attachments to the PA. The PA will obtain the required signatures from his or her organization and return it to BUS-6 Team Leaders Patty Blount or LeRoy Padilla for approval and signature. The POT will then send the original package (RLDD and supporting documents) to BUS-1 Property Accounting for action on PAIRS and file retention. The POT also will **send a copy of the RLDD to the PA for closing the pending transaction and retention in the PA's organizational property files.** The POT will not retain an RLDD copy.

If you have any questions or the POT can help clarify the procedure, please call Donna at 7-5217 or Jimmy Vigil at 7-9593.

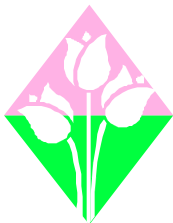
## Attractive Property Categories

Property items in the following categories and valued at \$300 or more, unless noted otherwise, are considered attractive property at LANL.

Category	Specifications
Balances, electronic	--
Bicycles	--
Cameras: still, TV, movie and video	Except close-up, powder, oscilloscope, x-ray, surveillance, photomacrographic, and photomicrographic
CD Players	--
External CD ROM Disc Drives	--
Facsimile Machines	--
Firearms	No minimum purchase cost
Microwave Ovens	Acquired for \$200 or more
Personal Computers	--
Printers	--
Radio Hand-held Scanners	No minimum purchase cost
Radios, two-way	--
Recorders	Dictation and answering machines
Scanners, computer	--
Telephones	cellular and mobile only
Typewriters	--
TV Receivers/VCR Units	--
Video Tape Recorders and Players	Excluding 3/4" tape machines
Workstations	--

## National Property Management Association (NPMA) Professionalism

The Land of Enchantment Spring Educational Seminar "El Camino De Opportunida (The Road to Opportunity)" will be at the Hilton Hotel, 100 Sandoval, Santa Fe, New Mexico, on April 29 (NPMA Training/Testing for Module 3) and on April 30 (General Seminar with outstanding speakers on property management). Tom Garcia, LANL Director for Institutional Relations, is the key speaker. Attendance is limited to 64 persons, so the Seminar Committee is asking that **registrations be submitted by April 21**. If you have questions or need a registration form, please call Yvonne Gonzales at 5-8099 or Dennis Martinez at 7-8444.



### **Reminder: National Educational Seminar**

May 30 through June 5

Reno, NV (Call LOEC President Clyde Hayes @ 505-665-8063 for information)